

Agency: _____
 Reviewed By: _____
 Date: _____

Food Operations Component

Food Instrument Review

Client I.D. Number (individual /family) _____ **Client Status** _____

Responsible Party Name: _____ **2nd Responsible Party** _____

Proxy(ies) Listed on Check Proxy Authorization Form _____

Porxy(ies) Listed in WIC Computer System(use browse function) _____

Use participant food instrument look up to track back 3 months of check issuance. Pick a food instrument number to track in each of those 3 months and write those food instrument numbers and their information on this sheet. *Note:* Issuance dates and signatures must be found on the corresponding check register.

Food Instrument Number	First date to use	Issuance date	Name of Person that Signed for Checks
1.			
2.			
3.			

	Yes	No	NA	Comments
Proxy(ies) listed on the Check Proxy Authorization Form match proxy(ies) listed in the WIC Computer System.				
If a proxy was denied the Check Proxy Authorization Form is signed and dated with denial of proxies stated.				
Client food benefits are appropriate per month i.e. benefits have not overlapped.				
Signature for the food instruments is by the responsible party, 2 nd resp. party, or authorized proxy.				
ANSWER THE FOLLOWING QUESTIONS ABOUT THE 3 SELECTED F.I. NUMBERS IF APPROPRIATE				
If the food instrument has been voided as lost or stolen, a lost or stolen check report can be found in the client's chart.				
If food instruments have been mailed, this is indicated on the check register.				
If food instruments have been mailed, the reason for mailing is indicated in the participant's chart.				
If food instruments have been mailed, a signature card returned from the participant indicating receipt of mailed checks can be found in the participant's chart.				